

Classification: Finance Director, NH-0501-IV**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Finance Directorate4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Sandra N. Veautour**Title:** Project Support Executive (Acting)**Signature:** _____/s/_____ **Date:** 5/23/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG, USA**Title:** Program Executive Officer**Signature:** _____/s/_____ **Date:** 5/23/03**FLSA:** Exempt**Drug Test:** No**Key Position:** NCS**Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** K**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial ☒ Confidential Financial☒ Supervisor ☐ Manager ☐ Neither**Citation 1:** Professional and Administrative Work in the Accounting and Budget Group, GS-0500 Dec 2000**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 8888 **CL:** 430**Emergency Ess:****OPM Functions Code:****Status:****Subject to IA:****Mobilization:****Career Prg ID:** 11**CAPL Number:****Acq Posn Type:** 2**Acq Prog Ind:****Career Spec – Sec:****Mobility:**

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Serves as Director of the Finance Directorate in the Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Finance Director, NH-0501-IV.

III. Duties:

Serves as the Director for Finance of PEO STRI. The Director for Finance is the principle force provider and an advisor on areas related to the management of PEO STRI's financial resources.

1. Serves as the principal financial officer for the Project Support Group. Plans, manages and executes all financial (budget formulation/execution & cost analysis/validation) resources for PEO STRI. As such, is responsible for over \$700M in direct and customer funded research and development programs. Integrates and prioritizes resources that cut across Project Managers and functional Directorates for efficient and effective use. Supports PEO STRI Strategic Financial Officer at high level conferences and meetings with representatives of ASA(ALT), DA, DOD, Congress, other agencies, foreign countries, and private industry relative to assigned programs, policies, objectives, funding considerations, etc. Develops and defends the PEO STRI position on matters pertaining to all phases of assigned programs and makes recommendations and decisions which would commit PEO STRI to a specific course of action.

2. Acquires services for PEO STRI through various Inter/intra Service Support Agreements with other DoD agencies as well as private industry. Through subordinate supervisors, manages PEO STRI's Financial programs. Ensures proper authorization and work year guidance execution programs are managed appropriately. Oversees and executes all financial endeavors for PEO STRI, including all cost analysis and validation efforts. Serves as the senior official responsible for developing and maintaining the Long Range Research and Development Acquisition Plan (LRRDAP) for

the Training Mission Area (TMA). Also responsible for command LRRDAP input to the Test and Evaluation & Technology Base Mission areas, which includes facilities, services and operations.

3. Directs the professional development of the financial management workforce. Provides technical guidance to budget analysts, cost analysts, program analysts, and accountants in the directorate. Serves as the technical authority and administrative coordinator for the support of all PEO financial functions. Ensures the financial personnel have appropriate knowledge, skills, abilities, certifications, and are performing to the satisfaction of the Core Business Units and/or other managers. Adjusts financial workforce for future needs. Forecasts financial resource requirements (numbers and skills). Monitors resource utilization versus forecast. Coordinates augmentation of matrix personnel (e.g. SETA).

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of PEO STRI's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Performs other duties as assigned.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official,

(i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and

decisiveness are exercised appropriately.
Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision

Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

SECURITY CLEARANCE and Travel REQUIREMENTS

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Expert knowledge of financial control and budget systems and systems acquisition business management

Expert knowledge of Army, Navy and DoD policies, procedures and regulations governing financial issues

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

Ability to advise others

Ability to negotiate

Ability to provide guidance to customers

Ability to communicate orally and in writing

Ability to give oral presentations

Ability to supervise and lead others.